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SUBJ/OPNAVINST 1306.2D, FLEET, FORCE, CNO-DIRECTED, AND COMMAND
/MASTER CHIEF PROGRAM INSTRUCTION CHANGE//

REF/A/DOC/OPNAVINST 1306.2D/19DEC2000//

AMPN/REF A IS OPNAVINST 1306.2D, FLEET, FORCE, CNO-DIRECTED, AND
COMMAND MASTER CHIEF (CMC) PROGRAM INSTRUCTION//

RMKS/1. THIS NAVADMIN ANNOUNCES CHANGES TO THE COMMAND MASTER
CHIEF, CNO-DIRECTED COMMAND MASTER CHIEF, FORCE MASTER CHIEF, AND
FLEET MASTER CHIEF RATINGS.

2. THE CURRENT CONFIGURATION OF PERSONNEL ADP SYSTEMS WILL NOT
RECOGNIZE THE NEW RATINGS CMDMC (COMMAND MASTER CHIEF), CNOMC
(CNO-DIRECTED COMMAND MASTER CHIEF), FORMC (FORCE MASTER CHIEF), AND
FLTCM (FLEET MASTER CHIEF). THE COST TO INCORPORATE THE SOFTWARE
CHANGES FOR THESE SYSTEMS TO RECOGNIZE THESE RATINGS IS PROHIBITIVE.

3. THEREFORE, CHANGE COMMAND MASTER CHIEF RATINGS IN REF (A) AS
FOLLOWS:

- A. COMMAND MASTER CHIEF - CMDCM
- B. CNO-DIRECTED COMMAND MASTER CHIEF - CNOCM
- C. FORCE MASTER CHIEF - FORCM
- D. FLEET MASTER CHIEF - FLTCM

THIS CHANGE ALSO CORRESPONDS TO THE STANDARD MASTER CHIEF
DESIGNATIONS NAVY-WIDE.

4. OPNAV POC IS MCPON EA, CMDCM(SS) ROBERTSON AT (703) 614-4854/DSN
224. NAVPERSCOM POC IS CNOCM(SW) KANTROVICH AT (901) 874-3030/DSN
882.

5. FILE A COPY OF THIS MESSAGE WITH REF (A). THIS CHANGE WILL BE
INCORPORATED IN THE NEXT REVISION OF REF A.

6. RELEASED BY VADM NORB RYAN, JR., N1.//

BT

#0188



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, DC 20350-2000

IN REPLY REFER TO

OPNAVINST 1306.2D
N00D
19 December 2000

OPNAV INSTRUCTION 1306.2D

From: Chief of Naval Operations

To: All Ships and Stations (less Marine Corps field addressees not having Navy personnel attached)

Subj: FLEET, FORCE, CNO-DIRECTED, AND COMMAND MASTER CHIEF PROGRAM

Ref: (a) Enlisted Transfer Manual (NAVPERS 15909 Series), Chapter 5

(b) DOD Financial Management Regulation Military Pay, Policy, and procedures Manual Volume 7, Part A

Encl: (1) Fleet, Force, CNO-Directed, and Command Master Chief Selection, Responsibilities, and Billet Requirements

1. **Purpose.** To issue procedures for selection, assignment, and utilization of Fleet, Force, CNO-Directed, and Command Master Chiefs. This instruction is a complete revision and should be reviewed in its entirety.

2. **Cancellation.** OPNAVINST 1306.2C.

3. **Discussion.**

a. The Navy's Fleet, Force, CNO-Directed, and Command Master Chief (M/C) Program is a valuable asset, which stimulates free-flowing communications and ensures the highest standards of professionalism are upheld at all levels within the chain of command. Fleet M/Cs, Force M/Cs, CNO-Directed Command M/Cs, and Command M/Cs strengthen the chain of command by keeping the commander/ commanding officer aware of existing or potential situations as well as procedures and practices which affect the mission, readiness, welfare and morale of Sailors in the command.

b. Enclosure (1) redefines command requirement for a Command M/C. Command M/C selection and assignment criteria have also been revised.

4. **Action.** Fleet M/Cs, Force M/Cs, CNO-Directed Command M/Cs, and Command M/Cs shall be selected and assigned as delineated in enclosure (1).

5. **Forms.** Form NAVPERS 1306/7 (5-96), Enlisted Personnel Action Request, SN 0106-LF-013-0637, may be requisitioned per CD ROM NAVSUP PUB 600(NLL).

V. E. CLARK

Distribution:
SNDL Parts I and 2

**FLEET MASTER CHIEF, FORCE MASTER CHIEF, CNO-DIRECTED
COMMAND MASTER CHIEF, AND COMMAND MASTER CHIEF
SELECTION, RESPONSIBILITIES, AND BILLET REQUIREMENTS**

SECTION A - INTRODUCTION

SECTION B - FLEET MASTER CHIEF, FORCE MASTER CHIEF, CNO-DIRECTED
COMMAND MASTER CHIEF, AND COMMAND MASTER
CHIEF REQUIREMENTS

SECTION C - SELECTION AND ASSIGNMENT

SECTION D - COMMAND MASTER CHIEF SELECTION BOARD

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SECTION H - FLEET RESERVE/RETIREMENT/HIGH YEAR TENURE

SECTION I - NEC REMOVAL/ADMINISTRATIVE REASSIGNMENT

Section A - INTRODUCTION

1. Fleet Master Chiefs (FLTMCs), Force Master Chiefs (FORMCs), CNO-Directed Command Master Chiefs (CNOMCs), and Command Master Chiefs (CMDMCs/CMCs) uphold the highest standards of professionalism and stimulate better communication at all levels of command throughout the Department of the Navy. They strengthen the chain of command by working within it to foster a better understanding of the needs and viewpoints of enlisted members and their families.

2. FLTMCs, FORMCs, CNOMCs, and CMDMCs/CMCs are the senior enlisted leaders, who report directly to their respective Commanders/Commanding Officers. They participate in formulating and implementing policies concerning morale, welfare, job satisfaction, discipline, utilization, and training of Navy enlisted personnel. By reporting directly to their Commanders, the FLTMCs, FORMCs, CNOMCs, and CMDMCs/CMCs keep their chain of command aware and informed of sensitive and current issues.

Section B - FLEET MASTER CHIEF, FORCE MASTER CHIEF, CNO-DIRECTED COMMAND MASTER CHIEF, AND COMMAND MASTER CHIEF REQUIREMENTS

1. Fleet Master Chief (FLTMC), Force Master Chief (FORMC), and Chief of Naval Operations-Directed Command Master Chief (CNOMC) requirements are limited to the activities listed in tab A.

2. FLTMC, FORMC, and CNOMC requirements and the composition of the CNO/Master Chief Petty Officer of the Navy Senior Enlisted Leadership Forum are made at CNO's discretion. Chief of Naval Operations (CNO) and Master Chief Petty Officer of the Navy (MCPON) review these requirements annually.

3. CNOMCs may be assigned to designated Commanders who, 1) report directly to the CNO, or 2) whose command responsibilities include significant regional area coordination or other unique dimensions (see tab A of enclosure (1)).

4. Command Master Chief requirements not directed by CNO are determined as follows:

a. All commands with enlisted manpower authorization of 250 or greater will have a Command Master Chief billet requirement. A CMDMC billet authorization will not normally be programmed against the requirement until total enlisted authorizations are 250 or greater. Major manpower claimants or resource sponsors will provide a CMDMC billet for Commander In Chiefs' staffs with less than 250 manpower requirements. Additionally, the following activities will be allocated a CMDMC billet regardless of size: Aviation Type Wing staffs, Carrier-based Air Wing (CVW) squadrons and staffs, deployable Helicopter Antisubmarine Warfare Light

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(HSL) squadrons, Helicopter Combat Support (HC) squadrons, Maritime Patrol (VP) squadrons, Naval Construction Training Centers/Regiments (Gulfport, MS and Port Hueneme, CA), Naval Construction Battalion Centers, Naval Transient Personnel Units, Submarine Squadron Support Units, Dry Docks, Regional Support Organizations, Submarine Groups and Squadrons, Shore Intermediate Maintenance Activities (SIMA), Regional Support Groups (RSG), Fast Frigates (FFG), Naval Special Warfare Groups, Naval Special Warfare Center, Special Boat Squadrons, SEAL Teams, SEAL Delivery Teams, Special Boat Units, and Shipyards. Fleet Logistics Support Squadrons with 200 or more enlisted billets, will also have a Command Master Chief billet. All naval facilities where ships or submarines are homeported or overhauled who have major host-tenant responsibilities and a manpower base of less than 250 may request a waiver to obtain a Command Master Chief billet. Component activities (Activity Unit Identification Codes (AUICs)) within a common Primary Unit Identification Code (PUIC) which are geographically collocated may be included at the PUIC level to make the determination. In the submarine force, CMC responsibilities are assumed by the Chief of the Boat (COB) (NEC 9579). The COB must meet the qualification and suitability requirements outlined in this instruction.

b. Commands having manpower requirements of less than 250 enlisted shall assign a Command Master Chief from within command resources on a collateral duty basis. In the absence of a Master Chief Petty Officer (MCPO), a Senior Chief Petty Officer (SCPO) or Chief Petty Officer (CPO) may be assigned. All collateral duty Master, Senior, or Chief Petty Officers must meet all requirements contained in Section C, paragraph 1.a. Collateral Duty Command Master Chiefs will retain their source rating designation.

c. Naval Reserve Echelon 1 through 5 commands with active duty and selected reserve manpower requirements of 750 billets or greater (determined by command manpower documents and reserve unit assignment documents) have a requirement for a full-time CMC billet.

d. Requests to establish a new CMDMC billet must be submitted per OPNAVINST 1000.16J. Advance liaison with MCPON and CNO (N132D) is required. Requests must identify billet, grade, end-strength, and management headquarters ceiling point compensation, as appropriate.

Section C - SELECTION AND ASSIGNMENT

1. Selection as a Command Master Chief (CMC).

a. All Master Chief Petty Officers (including those in a "frocked" status) are eligible for selection as a CMC. To

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qualify for selection as a CMC, the individual must possess and maintain the following qualities:

(1) Have demonstrated superior leadership abilities and broad management skills.

(2) Possess effective communication abilities (oral and written) and proven administrative capabilities.

(3) Have demonstrated effective personnel counseling.

(4) Have a sharp military appearance, demeanor, and military bearing and meet all health and physical readiness standards.

(5) Have an outstanding performance record.

(6) Be a highly motivated role model for all hands to emulate.

(7) Have demonstrated active involvement in command Quality of Life initiatives and programs.

(8) Have strong overall potential to be successful as a CMC.

(9) Have no trait mark below 3.0 in any area on fitness reports for the last 5 years. Member must maintain this standard while assigned as a CMC.

(10) Be able to deal effectively with all levels of the chain of command.

b. Commanders/Commanding Officers will conduct a formalized screening process to certify the individual meets all of the qualifications listed in paragraph 1.(a) of Section C above.

Refer to Chapter 5, Section 5.07 of reference (a) for assignment as Chief of the Boat (COB).

c. Volunteers for primary duty CMC shall:

(1) Request assignment to the CMC program utilizing NAVPERS 1306/7 (Enlisted Personnel Action Request) signed by the Commanding Officer ("By direction" not authorized). This request shall include as enclosures:

(a) A recent 5" x 7" frontal and profile picture taken in Service Khaki. Photographs shall include a data board indicating: Name, SSN, Rank/Rate, Warfare qualifications and date of photograph and be marked For Official Use Only.

(b) Certification by Commander/Commanding Officer

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that individual meets all of the qualifications contained in paragraph 1 (e) of Section C. This certification may be in the form of a letter or a copy of a local form utilized by the local CMC screening board.

(c) Copy of last six Physical Readiness Assessments.

(d) Statement from individual that, upon selection to the CMC Program, they will incur sufficient obligated service to complete a Minimum Activity Tour (MAT) or DOD area tour in their initial CMC assignment.

d. Original request with endorsements (to include a recommendation from the member's CMC, or ISIC CMC) will be forwarded to the Commander Navy Personnel Command (CNPC) (PERS-40FF) or Naval Reserve Personnel Center (NAVRESPERSCEN) (Code 41), via the Immediate Superior in Command (ISIC) and Type Commander (TYCOM) (Fleet, Force, or CNO-Directed Command Master Chief) for final endorsement.

(1) Additionally, requests from nuclear trained enlisted personnel shall be forwarded to NPC (PERS-40FF) via CNO (N133) for an endorsement. N133 will endorse and forward all requests to PERS-40FF. Disapprovals will be returned to the originating command with CNO (N133) endorsement by PERS-40FF.

(2) Incomplete request packages will be returned to the originating command for appropriate action.

(3) Requests correctly submitted will be considered by a CMC selection board, which convenes semiannually. Selection will be based on the candidate's record without regard to individual community manning requirements.

e. Commander/Commanding Officer recommendations must certify that the candidate is fit to assume duties as a CMC, paying particular attention to the following factors:

(1) Physical fitness standards. Member must meet Navy standards and have an active disciplined personal physical fitness program.

(2) Medical. Any documented condition that could preclude assignment as, or impair performance of a prospective CMC.

(3) Alcohol. Personnel with a documented history of alcohol abuse are considered unsuitable for assignment as a CMC. If successfully treated, with no alcohol involvement for 3 years, member may be considered for a waiver to participate in the CMC program.

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(4) Human relations/personal behavior. Personnel with a documented history of human relation's problems will be considered unsuitable for assignment as a CMC. Similarly, documented **(service or medical record, Enlisted Master File, or Navy Central Registry)** personal conduct issues (indebtedness, alcohol, **substantiated or unresolved** family advocacy, etc.) in the past 3 years will be considered disqualifying. **Family Advocacy involvement inquiries should be made to the Special Assistant Family Advocacy Matters (PERS 83CC).**

f. Following selection for the CMC program, individuals will be assigned the 9580 NEC, their rating changed to "CMDMC", kept on file by the CMDMC detailer (Pers-40FF), and utilized as appropriate for subsequent assignment as a 9580. During the assignment process, appropriate factors such as individual community manning, waivers of tour requirements, etc., will be taken into consideration to ensure the most efficient and responsible assignments are achieved with minimal impact on individual rating manning. Reserve Force personnel selected will not change rating due to the limited numbers of Master Chief Petty Officer billets (BA) within the Force.

g. Reallocation of manpower authorization associated with 9580 billets will be conducted annually prior to finalization of E-9 Selection Board quotas to ensure that each rating's participation in the CMC program is compensated with appropriate advancement opportunity. Master Chiefs leaving the CMC program will retire or transfer to the Fleet Reserve, if eligible, or if **detached for cause and not Fleet Reserve** or retirement eligible, request lateral **transfer** to their previous rating.

h. Master Chiefs selected for the CMC Program will not be detailed to a 9580 position until they have served 12 months on board their current command.

2. Assignment as Primary Duty Command Master Chief.

a. Attendance at the Navy Senior Enlisted Academy (SEA) is required prior to reporting as a Primary Duty CMC or COB. Master Chiefs having prior assignments to a Primary Duty CMC or COB billet, but who have not previously attended the SEA, will be assigned to attend the SEA prior to their next assignment in a Primary Duty CMC or COB billet.

b. CNPC (PERS-40FF)/NAVRESPERSCEN (Code 41) will detail and order Master Chief Petty Officers to 9580 billets per Manning Control Authority (MCA) priorities. Initial assignment will normally be to Sea/Shore Codes (SSC) 2 or 4, regardless of current duty assignment. Those lacking in shipboard experience

will be first assigned to a tour in a valid billet of their prior rate or general duty billet at sea before being assigned as a 9580. (Valid general duty billets include 3M Coordinator, Command Career Counselor, etc.).

(1) Assignments to 9580 billets will be made without prior approval of the prospective Commander or Commanding Officer, except for FLTMCs, FORMCs, and CNOMCs designated in tab A, enclosure (1). All other Flag officers with 9580 billets will be provided a slate of screened candidates eligible for type duty, indicated by their previous assignments.

c. Individuals assigned as primary duty CMCs or Collateral Duty Command Chief, Senior Chief, or Master Chief, are required to become warfare qualified in the community assigned within 12 months of assuming those duties. Primary duty CMCs who do not qualify will be removed from the CMC program as per the guidelines in Section I of this instruction. Collateral duty Master Chiefs, Senior Chiefs, and Chiefs who do not qualify will have their local designation and responsibility as Command Master/Senior/Chief, removed by the Commander/Commanding Officer.

d. On ship types AS, CV/CVN, LHA, LHD, and Carrier Air Wings (CVW), Command Master Chief assignments will be based on a previously successful CMDMC tour. The Detailer will coordinate with the FORMCs to develop a slate of eligible highly qualified Command Master Chiefs for these assignments. Additionally, Type and Wing Commands ashore, Service School Command Great Lakes, Naval Aviation Technical Training Center Pensacola, Submarine School New London, and the Blue Angels will be identified for special FORMC screening and slating.

e. The Detailer will assign qualified personnel to billets, which require a post tour Command Master Chief, with the assistance of PERS-4010. These billets include the Executive Assistant to the Master Chief Petty Officer of the Navy, Senior Enlisted Academy Director, United States Naval Academy Command Master Chief, Program Executive Office Command Master Chiefs, Command Master Chief Detailer, Uniform Matters Office Master Chief, Single Sailor Program Manager, and Leadership Continuum Coordinator. CMDMCs assigned to these billets will retain the CMDMC rating and count against the Command Master Chief end-strength. Upon completion of these tours, members will be reassigned to Command Master Chief billets.

3. Selection as Collateral Duty Command Master Chief (Senior Chief, or Chief).

a. For commands with fewer than 250 enlisted authorizations, a collateral duty CMC shall be assigned from within command resources. Organizations, which are not commands (detachments,

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departments, etc.), shall not designate a collateral duty Command Master Chief/Senior Chief/Chief.

b. The criteria for selection as a collateral duty Command Master Chief/Senior Chief/Chief is the same as indicated in paragraph 1.a. of this section.

c. Collateral duty Command Master Chiefs/Senior Chiefs/Chiefs will retain their source rating designation and rating badge, although strong performance in a collateral duty capacity as a Collateral Duty Command Master Chief will be a significant factor for CMDMC selection board consideration.

d. Commanding Officers of afloat/deployable units without designated CMDMCs are encouraged to liaise with appropriate rating detailer/Pers-40 to ensure a qualified Senior/Master Chief is screened and when possible is provided a quota to the Naval Senior Enlisted Academy.

4. Selection of FLTMCs, FORMCs, and CNOMCs.

a. Selection as an FLTMC, FORMC, or CNOMC (Tab A) will be based on demonstrated superior leadership qualities performed in a successful CMDMC/COB tour. The ability to communicate effectively with seniors and juniors is an important part of the selection criteria. Candidates must meet all criteria listed in this instruction.

b. Selection as a FLTMC, FORMC, or CNOMC will be made by the respective Commander, who will be assisted, as requested, by the MCPON and CMDMC detailer. The CMDMC detailer will provide Commanders with a slate of eligible CMDMCs to consider in addition to other qualified applicants. Requests for nomination for FLTMC, FORMC, and CNOMC billets (Tab A) will be accomplished by message (Tab B).

(1) Once an application for a FLTMC, FORMC, or CNOMC billet has been submitted, member will not submit for another billet, unless specifically approved by the commander of the first position applied for, until they have been advised of a non-select status.

Section D - COMMAND MASTER CHIEF SELECTION BOARD

1. Command Master Chief (CMC) Selection Boards will convene semiannually **as announced by the notification NAVADMIN**, normally in June and December. CMC Selection Boards will be convened by CNPC for active duty personnel and by NAVRESPERSSEN for reserve personnel.

a. Board composition for active duty will normally consist

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of:

- One post major command O-6
- Two post-command Commanders or Captains
- Three serving FLTMCs/FORMCs
- Four serving CNOMCs/CMDMCs with broad experience (two from sea commands and two from shore commands)
- The CMDMC Detailer or Enlisted Community Manager will act as recorder
- The Master Chief Petty Officer of the Navy (MCPON) will be the principle advisor to the board

b. Board composition for reserve personnel will normally consist of:

- One post major command O-6
- One post-command O-5
- Reserve Force Master Chief
- Two Echelon 3 CMCs
- Two serving CMCs with broad experience
- TAR CMC detailer will act as recorder
- Master Chief Petty Officer of the Navy (MCPON) will be the principle advisor to the board

2. The board will review and select from among the applicants the best qualified personnel for assignment into the CMC program. There will be no quotas by rating, but manning constraints in some ratings may significantly delay assignments of some individuals selected until after the following E9 selection board and advancement cycle.

3. The board will also review records of current CMCs and make slating recommendations concerning major command CMC positions as necessary.

Section E - AUTHORITY AND RESPONSIBILITIES

1. As the senior enlisted leader to the Commander/Commanding Officer on all matters relating to enlisted policy, Fleet, Force, CNO-Directed, and Command Master Chiefs report directly to the Commander/Commanding Officer; however, they must work closely with the Executive Officer, Chief of Staff, or Deputy in the dissemination and promotion of command policy. They will function as an integral element of the chain of command.

2. Authority and responsibilities of a Fleet, Force, CNO-Directed, or Command Master Chief shall include, but are not limited to the following:

a. Maintain and promote effectiveness and efficiency of the chain of command.

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b. Assist Commander/Commanding Officer in all matters pertaining to welfare, health, job satisfaction, morale, utilization, and training of enlisted personnel in order to promote traditional standards of good order and discipline.

c. Advise Commander/Commanding Officer on formulation and implementation of changes in policy pertaining to enlisted personnel.

d. Attend meetings as directed by Commander/Commanding Officer to keep apprised of current issues and provide a representative enlisted input.

e. Participate in ceremonies honoring command members including all reenlistment and award ceremonies.

f. When appropriate, represent or accompany Commander/Commanding Officer to official functions, inspections, and conferences.

g. Participate in receptions and hosting of official visitors to the command.

h. Upon invitation, and as approved by the Commander/Commanding Officer, represent the command and the Navy at community and civic functions.

i. Other duties include chairing, coordinating, monitoring of, and participating in the following:

- (1) Command orientation/indoctrination division.
- (2) Command sponsor program.
- (3) CPO/PO indoctrination courses.
- (4) Enlisted warfare qualifications program.
- (5) Professional development board.
- (6) Command retention team.
- (7) Awards board (considering enlisted personnel).
- (8) CPO initiations.
- (9) Sailor of the Month/Quarter/Year programs.
- (10) President of CPO Mess (Afloat).
- (11) Family programs, OMBUDSMAN, family service center liaison.
- (12) Family Advocacy Program.
- (13) Bachelor Enlisted Quarters (BEQ) program.
- (14) Commissary and Navy exchange advisory boards.
- (15) General mess and ship's store advisory boards.
- (16) Humanitarian reassignment/hardship discharge screening boards.
- (17) Command physical readiness program.
- (18) Recreation advisory boards.

- (19) Command disciplinary review board.
- (20) Career Information Program Management.
- (21) Command Managed Equal Opportunity (CMEQ) Program.
- (22) Command Assessment Team.
- (23) Command Training Team.
- (24) Command Advancement Program.
- (25) Single Sailor Programs.

3. The CNO/MCPON Senior Enlisted Leadership Forum, sponsored by the CNO and hosted by the MCPON, is comprised of all Fleet, Force, and CNO-Directed Command Master Chiefs in tab A, enclosure (1). The forum will meet when directed by CNO to receive formal briefs on matters of importance and make recommendations on professional issues, normally semi-annually.

Section F - ENTITLEMENTS AND UNIFORMS

1. Entitlements. A one-time uniform allowance will be authorized upon reporting for duty as MCPON, Fleet, or Force Master Chief under reference (b).

2. Uniforms.

a. With the exception of SCPO Chief of the Boat, a rating badge with a silver star in place of rating specialty mark will be worn by CNOMCs, CMDMCs, and COBs other than those serving in collateral duty status, incumbent and post tour, detailed to CNOMC/CMC/COB billets as prescribed in Navy Uniform Regulations, NAVPERS 15665H. The appropriate (Fleet, Force, Command) identification badge (breast insignia) will be worn by individuals assigned as a Primary Duty Command Master Chief by CNPC or NAVRESPERCEN. Commands with a designated collateral duty Command Master Chief, Command Senior Chief, or Command Chief will wear the appropriate Command Master/Senior/Chief badge. The post tour miniature-sized insignia, is also authorized for these Master Chiefs, Senior Chiefs, or Chiefs who successfully complete a collateral duty assignment of no less than 12 months and were designated in writing by the Commanding Officer of that particular command (unless administratively removed).

b. Upon selection to a CNO-Directed Command Master Chief billet, Tab A to enclosure (1), the incumbent's rating will be changed to CNOMC. Upon selection as a Force Master Chief, the incumbent's rating will be changed to FORMC, and upon selection as a Fleet Master Chief, the incumbent's rating will be changed to FLTMC. If at any time a Fleet or Force Master Chief reverts to another level, they will assume the appropriate rating for that assignment. FORMCs and FLTMCs will wear a rating badge with gold stars (indicating pay grade) vice silver stars, and a gold star in the center of the rating badge vice specialty mark will be worn as prescribed in Navy Uniform Regulations, NAVPERS

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15665H. Upon selection as Master Chief Petty Officer of the Navy, the incumbent's rating will be changed to MCPON and a rating badge with three gold stars (indicating pay grade) and a gold star in the center of the rating badge will be worn.

c. Upon retirement or transfer to Fleet Reserve, and subsequently when wearing of the uniform is authorized, a member having successfully completed a MCPON/FLTMC/FORMC tour is authorized to wear gold stars and post-tour badge identifying MCPON, Fleet, or Force Master Chief.

Section G - COMMANDER/COMMANDING OFFICER ACTION

1. Commanders/Commanding Officers of activities which meet CMC/COB criteria:

a. Will ensure that their enlisted OPNAV 1000/2, Manpower Authorization, reflects a billet title of Command Master Chief with NEC 9580, or Chief of the Boat with NEC 9579 as applicable.

b. Will ensure the assigned CMC/COB continues to meet screening criteria of section C of enclosure (1) throughout his/her tour of duty. Failure to maintain screening criteria will result in disqualification from the CMC/COB program outlined in MILPERSMAN article 1616-010. Additionally, following selection for assignment as a 9580, Commanding Officers will ensure that individuals maintain eligibility for assignment and will formally notify CNPC (PERS-40) **if the selectee becomes ineligible** prior to execution of Permanent Change of Station (PCS) orders.

c. Will provide adequate support for their CMCs, including:

(1) Visibility within the command for CMC role as the senior enlisted leader and principle assistant to the Commander/Commanding Officer for many issues of great importance.

(2) Attendance at appropriate seminars and conferences when such attendance is requested by Type Commander, or when the CMC's Commander or Commanding Officer deems it necessary.

(3) Will ensure primary and collateral duty CMCs qualify in the warfare specialty for the community assigned within the required time constraint. Non-qualification of a CMC shall be documented to CNPC (PERS-40FF) and CNO (N00D) and/or NAVRESPERSCEN (Code 41). Rescission of command designation letter is required for non-qualification of collateral duty CMCs.

(4) Will ensure the CMC is provided proper protocol commensurate with the position of CMC.

Section H - FLEET RESERVE/RETIREMENT/HIGH YEAR TENURE

1. Master Chiefs detailed as a 9580 shall adhere to the following guidelines for submission of a Fleet Reserve or Retirement date as applicable:

a. **Complete minimum Retainability requirement INCONUS and DOD tour OUTUS.**

b. If assigned to a pre-commissioning unit, a CMC must complete a MAT onboard after commissioning.

c. If assigned to a decommissioning unit, member must remain on active duty through decommissioning date.

2. Prior to submission of request for transfer to the Fleet Reserve or to retire, FLTMCs/FORMCs/CNOMCs/CMDMCs must coordinate the request with CNPC (PERS-40FF), and their ISIC/TYCOM prior to submission to CNPC (PERS-82). Naval Reserve Primary Duty CMCs must coordinate and submit requests to NRPC (Code 41).

3. Requests for High Year Tenure (HYT) waivers for Primary Duty CMCs will be handled on a case basis; however, they are not the norm. HYT requests shall be forwarded to CNPC (PERS-814) via CNPC (PERS-40FF) or (NRPC-41), who will coordinate with the MCPON and Fleet, Force, or CNO-Directed Command Master Chiefs, and CNO (N132).

SECTION I - NEC REMOVAL/ADMINISTRATIVE REASSIGNMENT

1. Primary Duty CMCs/COBs must maintain suitability and qualifications, including worldwide assignment eligibility, as outlined in this instruction. Those who do not maintain eligibility standards shall be processed for retirement or Fleet Reserve, or if not eligible, a change of rating and/or removal of 9580/9579 NEC as applicable, and will be issued Temporary Administrative Assignment (TAD) orders to ISIC/TYCOM to await further assignment at sea.

a. Authority to direct processing for administrative change of rating and/or removal of 9580/9579 NEC is delegated to the Commander/Commanding Officer under the guidelines of this instruction. **Recommendations for administrative change of rating and/or removal of 9580/9579 NEC will be made to CNPC with ISIC/TYCOM endorsement.** A letter will be submitted within five working days with copy to: Commander/Commanding officer, MCPON, CNPC (PERS-40FF) (or NAVRESPERCEN 41 if member is a Naval Reserve Primary Duty CMC), appropriate FLTMC/FORMC/CNOMC/ISIC CMC and EPMAC.

b. Change of rating is mandatory for: a Detachment for Cause (DFC) or a loss of confidence in the ability to perform duties as a CMDMC/Naval Reserve Primary Duty CMC/COB. Utilize Tab C to Enclosure (1) for request and/or notification process.

(1) Individuals whose rating is changed or NEC removed due to the above situations, and are eligible for Fleet Reserve or Retirement, should submit a request to transfer to same, effective within 90 days of formal change of rating or completion of legal proceedings.

(2) Individuals who are not Fleet Reserve, reenlistment, or retirement eligible shall be reverted to their previous rating detailer for immediate reassignment to the highest priority billet, based on MCPON and detailer coordination.

(3) If desired, individuals whose rating is administratively changed may apply for reinstatement into the CMC Program after two years at their next command in accordance with the procedures contained in Section C of this instruction.

(4) Individuals whose rating is administratively changed are not authorized to retain the CMDMC rating badge, nor are they allowed to wear the Post Tour CMC badge.

(5) Commanders and Commanding Officers may request reassignment of their CMDMC/Naval Reserve Primary Duty CMC/COB due to extenuating circumstances (not listed above). These personnel may be allowed to retain the CMDMC rating, based on coordination and desires of the ISIC/TYCOM, detailer, and MCPON.

Fleet, Force, and CNO-Directed
Command Master Chief Requirements

	<u>DESIG</u>	<u>HQTRS NAME</u>	<u>ECHOLON</u>
1	FLEET	CINCLANTFLT.....	2
2	FLEET	CINCPACFLT.....	2
3	FLEET	CINCUSNAVEUR.....	2
4	FORCE	BUMED.....	2
5	FORCE	CNET.....	2
6	FORCE	COMNAVRESFOR.....	2
7	FORCE	COMNAVSURFLANT.....	3
8	FORCE	COMNAVSURFPAC.....	3
9	FORCE	COMSUBLANT.....	3
10	FORCE	COMSUBPAC.....	3
11	FORCE	COMNAVAIRLANT.....	3
12	FORCE	COMNAVAIRPAC.....	3
13	FORCE	COMNAVSPECWARCOM.....	2
14	CNO	CNO (OPNAV)	1
15	CNO	U.S. NAVAL ACADEMY.....	2
16	CNO	COMUSNAVCENT.....	2
17	CNO	COMNAVPERSCOM.....	2
18	CNO	COMSC.....	2
19	CNO	COMNAVAIRSYSCOM.....	2
20	CNO	COMNAVSEASYSYSCOM.....	2
21	CNO	COMNAVSUPSYSCOM.....	2
22	CNO	COMNAVFACENGCOM.....	2
23	CNO	COMSPAWARSYSCOM.....	2
24	CNO	COMNAVSECGRUCOM	2
25	CNO	COMNDW.....	2
26	CNO	COMNAVCRUITCOM.....	3
27	CNO	COMNAVREG NORTHEAST.....	3
28	CNO	COMNAVREG MID ATLANTIC.....	3
29	CNO	COMNAVREG SOUTHEAST	3
30	CNO	NTC GREAT LAKES.....	3
31	CNO	COMNAVREG SOUTH TEXAS.....	3
32	CNO	COMNAVREG NORTHWEST.....	3
33	CNO	CNATRA.....	3
34	CNO	COMNAVREG HAWAII.....	3
35	CNO	COMFAIRMED.....	3
36	CNO	COMNAVFORJAPAN.....	3
37	CNO	COMNAVFORKOREA.....	3
38	CNO	COMNAVMARIANAS.....	3
39	CNO	COMFAIRKEF.....	3
40	CNO	U.S. NAVAL SENIOR ENLISTED ACADEMY.....	4

FLEET, FORCE, AND CNO-Directed Command MASTER CHIEF
NOMINATION FORMAT

FM (CURRENT COMMAND)
TO COMNAVPERSCOM MILLINGTON TN//P00D/PERS40/PERS40FF//
CNO WASHINGTON DC//N00D//
(ALL FLEET, FORCE, AND CNO-DIRECTED COMMAND MASTER CHIEFS LISTED IN
TAB A TO ENCLOSURE (1) OF OPNAVINST 1306.2 (SERIES)
(ADDITIONAL LOCAL ADDRESSES, AIGs/CADs AS APPLICABLE)
BT
UNCLAS //N01306//
MSGID/GENADMIN/(COMMAND CODE)
SUBJ/ (COMMAND) (FLEET/FORCE/CNO-DIRECTED COMMAND MASTER CHIEF RELIEF//
REF/A/DOC/OPNAVINST/(DATE)//
NARR/REF A IS OPNAVINST 1306.2D, FLEET, FORCE, CNO-DIRECTED, AND COMMAND
MASTER CHIEF PROGRAM.//
POC/ //
RMKS/1. THE (COMMAND), (INCUMBENT FLTMC/FORMC/CNOMC), WILL BE TRANSFERRING
(RETIRING) (DATE) AFTER A HIGHLY SUCCESSFUL TOUR. ACCORDINGLY, REQUEST
NOMINATIONS FOR (HIS/HER) RELIEF. INDIVIDUAL SELECTED WILL ASSUME DUTIES
(DATE).
2. THE (FLEET, FORCE, CNO-DIRECTED COMMAND) MASTER CHIEF IS THE SENIOR
ENLISTED LEADER FOR _____ AND IS RESPONSIBLE FOR _____.
3. REQUEST COMMANDERS AND COMMANDING OFFICERS SUBMIT NOMINATION PACKAGE BASED
ON THE CRITERIA CONTAINED HEREIN AND IN REF (A).
A. FORWARDING ENDORSEMENT SHOULD COMMENT SPECIFICALLY ON:
(1) LEADERSHIP
(2) MILITARY BEARING
(3) SPEAKING ABILITY
(4) INTEREST AND AWARENESS OF NAVY POLICY, CURRENT ISSUES
(5) OTHER FACTORS THAT WARRANT CONSIDERATION
B. NOMINATION PACKAGE SHALL BE COMPRISED OF THE FOLLOWING:
(1) NAVPERS 1306/7 REQUESTING ASSIGNMENT AS _____
(2) COPIES OF LAST 5 YEARS OF EVALUATIONS/FITREPS
(3) COPIES OF LAST 5 YEARS OF PRT RESULTS (OPNAV FORM 7110/2)
(4) HISTORY OF ASSIGNMENTS
(5) RECENT FULL FRONT AND SIDE PROFILE COLOR PHOTOGRAPH IN SERVICE KHAKI
5"x 7".
4. NOMINATION PACKAGE MUST ARRIVE (COMMAND) BY (DATE).
5. REQUEST WIDEST DISSEMINATION OF THIS MESSAGE.//
BT

FLEET, FORCE, CNO-DIRECTED, AND COMMAND MASTER CHIEF
DETACHMENT FOR CAUSE (DFC) FORMAT

FM (CURRENT COMMAND)
TO (TYCOM OR EQUIVALENT)
COMNAVPERSCOM MILLINGTON TN//P00D/PERS40/PERS40FF//INFO (AS APPLICABLE)
BT
UNCLAS //N01306//
MSGID/GENADMIN/(COMMAND CODE)
SUBJ/DFC REQUEST ICO (RATE/WARFARE/NAME), USN (USNR), SSN//
REF/A/DOC/CHNAVPERSCOM/(DATE)//
REF/B/DOC/OPNAVINST/(DATE)//
NARR/REF A IS MILPERSMAN ARTICLE 3420260 PERTAINING TO DFC REQUESTS.//
REF B IS OPNAVINST 1306.2(SERIES), FLEET, FORCE, CNO-DIRECTED AND COMMAND
MASTER CHIEF PROGRAM.//
POC/ //
RMKS/1. IAW REFS A AND B, A DETACHMENT FOR CAUSE (DFC) WAS INITIATED ON
(DATE) ICO (SERVICE MEMBER). MBR CURRENTLY (ONBOARD/REASSIGNED TAD)
PENDING FINAL DISPOSITION OF INVESTIGATION DUE TO (REASON).
2. REQUEST IMMEDIATE RATING CHANGE TO _____. MEMBER IS NO LONGER QUALIFIED
TO SERVE IN THE COMMAND MASTER CHIEF PROGRAM DUE TO _____.
BT